

BY-LAWS OF THE HOUSING AUTHORITY OF THE CITY OF DODGEVILLE, WISCONSIN

ARTICLE I – THE AUTHORITY

Section 1 – Name of Authority

The name of the Authority shall be “Housing Authority of the City of Dodgeville.”

Section 2 – Membership

Five (5) commissioners appointed by the Dodgeville Common Council will constitute the membership of the Authority. In addition, a tenant of the Authority may be appointed by the Dodgeville Common Council to be a sixth (6) commissioner. In addition, a Dodgeville City Council representative may be appointed by the Dodgeville Mayor to be a seventh (7) commissioner. The commissioners shall collectively be referred to as the “Housing Authority Board.”

Section 3 – Office of Authority

The offices of the Authority shall be at the City Hall in the City of Dodgeville, State of Wisconsin, but the Authority may hold its meetings at such other place as it may designate by resolution.

Section 4 – Terms of Commissioners

The Commissioners will serve a term of five years, with the exception of the Dodgeville City Council representative and the tenant representative, who will each serve a term of one year.

ARTICLE II – OFFICERS

Section 1 – Officers

The officers of the Authority shall be a Chairman, a Vice-Chairman and a Secretary/Treasurer. The Authority may require both the Vice-Chairman and the Secretary/Treasurer to give such bond for the faithful performance of his/her duties as the Authority may determine.

Section 2 – Chairman

The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3 – Vice-Chairman

The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman until such time as the Authority shall select a new Chairman.

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Section 4 – Secretary/Treasurer

The Secretary/Treasurer shall ensure that meeting minutes are recorded and that a record of said minutes is maintained with copies provided in a timely fashion to the Dodgeville City Clerk. The Secretary/Treasurer shall also monitor Authority bank accounts and ensure monthly financial reports are provided at monthly meetings.

Section 5- Recording Secretary

The Recording Secretary may, but need not be a member of the Housing Authority Board. He/she shall keep the records of the Authority in the same manner as detailed in Section 4 of this document.

Section 6 – Additional Duties

The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority. In the absence or incapacity of any officer, a temporary appointment shall be made to fulfill said officer's duties.

Section 7 – Election or Appointment

All officers of the Board shall be elected annually at the October meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one (1) year or until his/her successor is elected and qualified. Any person appointed to fill an office of the Board or any vacancy therein, shall have such term as the Authority dictates.

Section 8 – Vacancies

Should any office of the Board become vacant, the Authority shall elect a successor from its membership at the next regular meeting.

Section 9 – Additional Personnel

The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by law. The selection and compensation of such additional personnel shall be determined by the Authority subject to the laws of the State of Wisconsin.

Section 10 – Business Management

The Board may enter into a contractual relationship with a partner to manage the day-to-day operation of the Authority. Such contract will be for a period as determined by the Authority. Such contract will be approved by the Dodgeville Housing Authority Board and the Dodgeville City Attorney. The management company shall keep regular books of accounts showing receipts and expenditures and shall render a report to the Authority at each meeting.

Section 11 – Confidentiality

All Board officers, Commissioners, Housing Authority personnel and Contracted Partners need to remain cognizant of the fact that client confidentiality is to be maintained at all times.

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ARTICLE III – MEETINGS

Section 1 – Annual Meeting

There shall be NO annual meeting.

Section 2 – Regular Meeting

Monthly meetings shall be held regularly at the City Hall in the City of Dodgeville, Wisconsin, or posted location.

Section 3 – Special Meetings

Special meetings may be called as the need arises by the Chairman of the Housing Authority Board or by any two (2) commissioners. These meetings should comply with Chapter 19, Subchapter IV Wisconsin Statutes. At such special meetings, no business shall be considered other than designated in the call, but if all of the members of the Authority are present at a special meeting, any appropriate business of the Authority may be transacted at such special meeting.

Section 4 – Quorum

The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. A simple majority of the Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may meet from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 5 – Resolutions

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 6 – Manner of Voting

The voting on all motions coming before the Authority shall be by voice vote, and shall be entered upon the minutes of such meeting.

ARTICLE IV – AMENDMENTS

Amendments to By-laws

The by-laws of the Authority shall be amended only with approval by a simple majority of the Authority at a regular meeting.

Revised April 21, 2021